

## How Change Different Vendor – No Existing Info Record

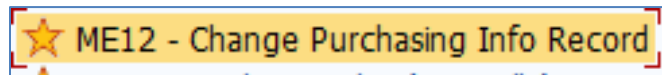
How to change PO to different vendor when there is no existing info record

**Role:** Supply Chain Buyer Staff

**Frequency:** As Needed

\*\*There may already be an info record for the SAP# with the sub vendor

- Go into transaction ME12 – Change Purchasing Info Record



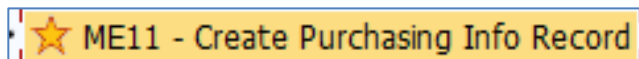
- Enter the Supplier# and Material#, hit **Enter**.

\*\*If there is no existing info record, you will receive the below indications (red numbers, and the message at the bottom of screen noting it doesn't exist)

Supplier	121136	Medline Industries Inc
Material	220921	TIP E-A-RLINK FOAM PEDS
Purchasing Org.	UK00	UK Purchasing
Plant	UK00	University of Kentucky
Info record		
Info category		
<input checked="" type="radio"/> Standard		
<input type="radio"/> Subcontracting		
<input type="radio"/> Pipeline		
<input type="radio"/> Consignment		

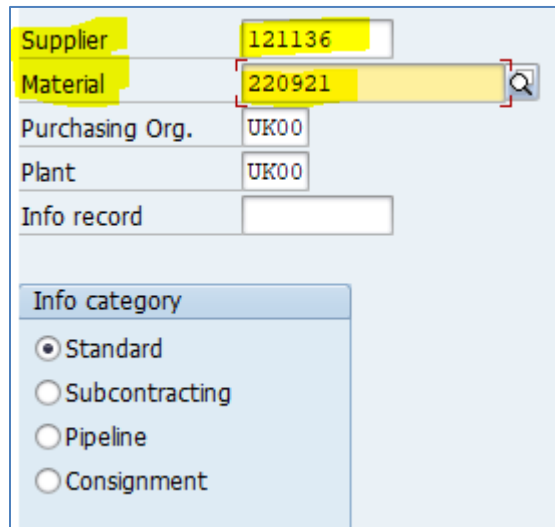
! Info record for vendor 121136 and material 220921 does not exist

- Go into ME11 – Create Purchasing Info Record



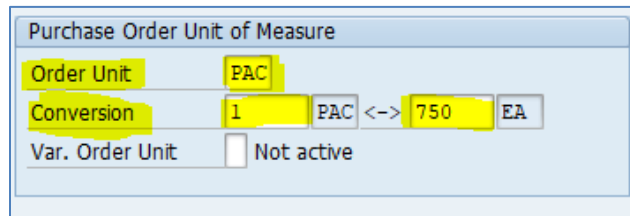
## How Change Different Vendor – No Existing Info Record

- Enter the Supplier# and Material#, hit **Enter**.



The screenshot shows the SAP Info Record screen. The 'Supplier' field contains '121136' and the 'Material' field contains '220921'. Below these are fields for 'Purchasing Org.' (UK00) and 'Plant' (UK00). The 'Info record' field is empty. Under the 'Info category' section, the 'Standard' radio button is selected, with other options being 'Subcontracting', 'Pipeline', and 'Consignment'.

- Only information needed on this screen is the UOM at the bottom, input accordingly, hit **Enter**.



The screenshot shows the 'Purchase Order Unit of Measure' screen. The 'Order Unit' field contains 'PAC'. The 'Conversion' field shows '1' followed by 'PAC' and '<->' followed by '750' and 'EA'. The 'Var. Order Unit' checkbox is unchecked, and the text 'Not active' is displayed.

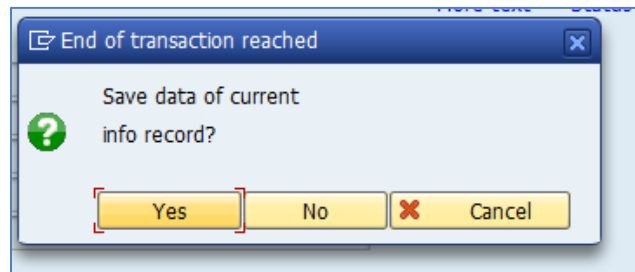
- Only information needed on this screen is highlighted below.
- \*\*Three days is a general delivery time, Standard Qty 1 is fine to input.

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- In Net Price, input the quote you received from CS/Rep/Vizient etc.

The screenshot shows the SAP 'Control' and 'Conditions' tabs for a purchase order. In the 'Control' tab, 'Pl. Deliv. Time' is set to 3 Days, 'Purch. Group' is 113, and 'Standard Qty' is 1. In the 'Conditions' tab, 'Net Price' is 50 USD, 'Effective Price' is 0.00 USD, and 'Qty Conv.' is 1. The 'Valid to' date is empty, and 'Pr. Date Cat.' is set to 'No Control'.

- Hit **Enter** through the next few screens, you will see "Save Info Record", click yes or hit **Enter** again.



**\*\*It's EXTREMELY IMPORTANT to delete this info record when done subbing, see below.**

- Go into transaction ME15 – Flag Purch. Info Rec. for Deletion

★ ME15 - Flag Purch. Info Rec. for Deletion

## How Change Different Vendor – No Existing Info Record

- Enter the Supplier# and Material#, hit **Enter**.

Supplier 138569  
Material 33  
Purchasing Org. UK00  
Plant UK00  
Info record  
Info category  
☒ Standard  
☐ Subcontracting  
☐ Pipeline  
☐ Consignment

- Check the two boxes under "Deletion Flags", hit **Enter**.

Info record 5300098207  
Supplier 138569  
Material 33  
Material Group 07  
Purchasing Org. UK00  
Cardinal Health  
TAPE POROUS CURITY STANDARD 1  
Dressing  
Plant UK00 Standard  
Deletion flags  
☒ Complete info record  
☒ Purch. org. data

- You will see "Save Info Record", click yes or hit **Enter** again.

End of transaction reached  
Save data of current  
info record?  
Yes No Cancel